

**Enrolled Minutes of the Twenty-fourth Regular or Special Meeting  
For the Twenty-Seventh Highland Town Council  
Regular Meeting  
Monday, January 14, 2013**

*Study Session.* The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, January 14, 2013 at 6:35 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Mark Herak, Dan Vassar, Brian Novak, Konnie Kuiper and Bernie Zemen were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council discussed the agenda of the imminent regular meeting.
2. The Town Council discussed informally the pending appointments of the executive as well as of the legislative body.

The study session ended at 6:58 O'clock p.m.

*Regular meeting.* The Twenty Seventh Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, January 14, 2013 at 7:00 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Bernie Zemen, presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Brian J. Novak reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Mark Herak, Dan Vassar, Brian Novak, Konnie Kuiper and Bernie Zemen. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett L. Tauber, Town Attorney; John M. Bach, Public Works Director; Peter Hojnicki, Metropolitan Police Chief; Kenneth Mika, Building Commissioner; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and Cecile Petro, Redevelopment Director were present.

*Also present:* Ed Dabrowski IT Director (Contract); and Greg Kuzmar, Redevelopment Commission were also present.

**Minutes of the Previous Meetings:**

The minutes of the regular (rescheduled) meeting of December 28, 2012 were approved by general consent.

**Special Orders:**

**Annual Election of Executive (HMC 2.05.040 (C))**

1. Election of the **Town Council President** for 2013 pursuant to Section 2.05.040 (A) of the Highland Municipal Code.

Councilor Vassar moved to elect **Brian J. Novak** as the sixty-first president of the Town Council. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Novak was elected. Councilor Novak assumed the chair.

2. Election of the **Town Council Vice President** for 2013, pursuant to Section 2.05.040 (B) of the Highland Municipal Code. Councilor Herak moved, seconded by Councilor Kuiper to elect **Bernie Zemen** as vice president. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Zemen was elected.
3. **Advisory Board of Zoning Appeals Docket:** Petition for a Use Variance for property located approximately adjacent to 10039 Indianapolis Boulevard, 9400 Indianapolis Boulevard, 8200 Indianapolis Boulevard, and a location south of 8200 Indianapolis Boulevard, **Highland**, to allow installation of an off-premise advertising/billboard signs in property which is currently zoned as B-3 Zoned District/Commercial Corridor Redevelopment Area. Petitioner: **View Outdoor Advertising, LLC**. The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **unfavorably recommend the request for the use variance** for the property approximately located at 9400 Indianapolis Boulevard. The Advisory Board of Zoning Appeals by a vote of three (3) in favor and one (1) opposed acted to **unfavorably recommend the request for the use variance sought for all other locations**. The ABZA acted at its meeting of 24 October 2012. The findings of fact were memorialized and the board approved the facts in written form at its meeting of 28 November 2012. (90 days ends 22 January 2013).

*Pursuant to IC 36-7-4-918.6, the Town Council may either accept the unfavorable recommendation and deny the requested use variances or it may reject (over rule) the unfavorable recommendation and grant the use variances.*

Councilor Zemen moved to reject the ABZA unfavorable recommendation and approve the use variance for a sign at the location of 10039 Indianapolis Boulevard. Councilor Kuiper seconded. Upon a roll call vote, there were three affirmatives and two negatives. With Councilors Zemen, Kuiper and Novak voting in the affirmative and Councilors Herak and Vassar voting in the negative, the motion passed. The use variance was granted.

Councilor Zemen moved to accept the ABZA unfavorable recommendation for the remaining sites and to deny the use variances sought by the petitioner. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The use variances for all sites except one located at 10039 Indianapolis Boulevard were denied.

4. **Commendations and Awards.** Highland American Legion Post 180 Recognition of the Town of Highland in consequence of the Legion's MIA/POW Program. Post 180 Commander, Jim Courtright and District Commander to present.

The Town Council President recognized John Rossback, Vice Chair of the American Legion POW/MIA Commission, Past District Commander, Gail Galasich, and Legion Member Michael Marlow. Mr. Rossback presented a certificate of appreciation to Metropolitan Police Chief Hojnicky commending the Town of Highland for its display of the official POW/MIA flag.

#### Staff Reports:

##### • Building & Inspection Report for December 2012

Permit	Number.	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	1	0	1	\$575,000.00	\$6,678.00
Commercial Additions or Remodeling:	4	0	4	\$47,109.00	\$921.00
Signs:	4	0	4	\$48,735.00	\$1,278.50
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo	0	0	0	\$0.00	\$0.00
Residential Additions:	1	1	0	\$225,000.00	\$2,634.
Residential Remodeling:	43	43	0	\$259,910.00	\$4,478.00
Garages:	0	0	0	\$0.00	\$0.00

Sheds:	1	1	0	\$3,576.00	\$106.00
Decks & Porches:	1	1	0	\$9,683.00	\$269.00
Fences	3	3	0	\$20,110.00	\$417.00
Swimming Pools	0	0	0	0	\$0.00
DrainTile/ Waterproofing	0	0	0	\$0.00	\$0.00
Misc.	4	2	2		\$564.00
<b>TOTAL:</b>	<b>62</b>	<b>51</b>	<b>11</b>	<b>\$1,189,113.00</b>	<b>\$17,345.50</b>
<b>Electrical Permits</b>	11	9	2		\$858.00
<b>Mechanical Permits</b>	12	10	2		\$777.50
<b>Plumbing Permits</b>	9	5	4		\$1,263.85
<b>Water Meters</b>	2	1	1		\$725.00
<b>Water Taps</b>	0	0	0		\$0.00
<b>Sewer/Storm Taps</b>	0	0	0		\$0.00
<b>TOTAL Plumbing:</b>	<b>11</b>	<b>6</b>	<b>5</b>		<b>\$1,988.85</b>

**December Code Enforcement:**

Investigations: 83

Citations: 1

**December Inspections:**

Building: 41      Electrical: 26      Plumbing: 19      HVAC 5

Electrical Exam: 1

• **Fire Department Report for December 2012**

	Month	2nd half of yr.
General Alarms	9	74
Still Alarms	6	31
Paid still alarms	1	55
<b>Total:</b>	<b>29</b>	

• **Workplace Safety Report for December 2012**

There were two incidents. The following incident summary was filed:

Department	Injuries this Month	Year to Date 2012	Total in 2011	Restricted Days 2013	Lost Workdays This Year	Restricted Days Last Year (2011)	Lost Workdays Last Year (2011)
Parks	0	0	0	0	0	0	0
Fire	0	0	1	0	0	1	0
Police	1	10	3	0	0	0	0
Street	1	7	5	0	0	16	0
Water & Sewer	0	4	4	2	0	4	77
Maint.	0	1	1	0	0	11	0
Other	0	2	0	0	0	0	0
<b>TOTALS</b>	<b>1</b>	<b>22</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>32</b>	<b>77</b>

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**Appointments:**

• **Statutory Boards and Commissions**

*Executive Appointments (May be made in meeting or at another time)*

*(Appointments have been placed on agenda in case there is readiness to act)*

1. **Municipal Plan Commission** (1) appointments to be made by Town Council President. *(Note: currently held by Thomas Vander Woude (I))*

The Town Council President announced his reappointment of *Thomas Vander Woude* to the Municipal Plan Commission.

2. **Redevelopment Commission** (3) appointments to be made by Town Council President. *(Note: currently serving Michael Maloney, Tom G. Crowel, and Bridget DeYoung)*

The Town Council President announced the reappointments of *Michael Maloney, Tom Crowel, and Bridget DeYoung*.

3. **Board of Sanitary Commissioners:** (2) appointments to be made by Town Council President. *(Note: currently serving, Greg Cieslak (R) and a vacancy))*

The Town Council President announced the reappointment of *Greg Cieslak* to the Board of Sanitary Commissioners.

*Regional Statutory Commissions or Boards*

4. **Economic Development Commission:** (1) appointment to be made by Town Council President. *(Note: This position is a nominee of the Town Council and is not due until February. Currently serving, George Vande Werken.)*

Councilor Herak moved to nominate George Vande Werken to the Town Council President for appointment to the Economic Development Commission, seconded by Councilor Kuiper. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. George Vande Werken was re-nominated.

The Town Council President accepted the nomination and announced his reappointment of George Vande Werken to the Economic Development Commission.

5. **Northwest Indiana Regional Planning Commission (NIRPC):** (1) appointment to be made by Town Council President. *(Note: No action is necessary as the appointment continues unless the Town Council President wishes to change appointment. Appointee must be an elected official of the community represented. Currently serving, Brian Novak.)*

The Town Council President announced his appointment of Clerk-Treasurer *Michael Griffin* to the Northwest Indian Regional Planning Commission.

*Home Rule Commissions*

7. **Community Events Commission:** (5) appointments to be made by the Town Council President. **Term: 4 years.** *(Note: 2 positions currently vacant, one with a term expiring 2014 the other 2015; Currently serving are Robert Roach; Dawn Wolak; and Karen Ziants.)*

The Town Council President announced his re-appointments of *Dawn Wolak* and *Karen Ziants* to the Community Events Commission.

8. **Main Street Bureau Board:** (3) appointments to be made by the Town Council President. **Term: Co-extensive with terms of constituent agency.** *(Note: Cindy Rivera from Chamber of Commerce; George Vande Werken from EDC; Dan Vassar from Town Council; No action necessary unless Executive desires to change members.)*

The Town Council President announced the reappointments of *Cindy Rivera, George Vande Werken* and *Dan Vassar* as members of the Main Street Bureau Board of Directors.

9. **Shared Ethics Advisory Commission:** (1) appointment to be made by the Town Council for unexpired term of Rev. Trexler, ending Dec. 31, 2014)

The Town Council President announced his appointment of *Rev. Arthur Burkman* to the Shared Ethics Advisory Commission.

*Legislative Appointments*

1. **Municipal Plan Commission** (3) appointments to be made by Town Council. (Note: *Maybe Elected or Appointed Officials or employees of Town. These appointees continue to serve unless the legislative body acts to change. Currently: Don Haynes (employee); Greg Cieslak (Appointed Official); and Joseph Grzyski (employee) serve.*

Councilor Herak moved and Councilor Zemen seconded the continuation of *Don Haynes, Joseph Grzyski* and *Greg Cieslak* as legislative appointments to the Municipal Plan Commission. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The appointments were affirmed.

2. **Advisory Board of Zoning Appeals** (1) appointment to be made by Town Council (as fiscal body). (Note: *currently serving, David Helms*)

Councilor Zemen moved the re-appointment of *David Helms* to the Advisory Board of Zoning Appeals. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. David Helms was reappointed.

3. **Park and Recreation Board** (1) appointment to be made by Town Council. (Note: *currently serving Vicki L. Crowel (D)* )

Councilor Vassar moved the re-appointment of *Vicki Crowel* to the Park and Recreation Board. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Vicki Crowel was reappointed.

4. **Town Board of Metropolitan Police Commissioners** (2) appointments to be made by Town Council. (Note: *currently serving Larry Moes (R) and Dan Stombaugh (R)*)

Councilor Zemen moved the re-appointment of *Larry Moes* to the Town Board of Metropolitan Police Commissioners. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Larry Moes was reappointed.

5. **Redevelopment Commission** (2) appointments to be made by Town Council. (Note: *(Note: currently serving Greg Kuzmar and Dominic Noce)*

Councilor Herak moved the re-appointment of *Dominic Noce* to the Redevelopment Commission. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Dominic Noce was reappointed.

**Regional Statutory Commissions or Boards**

6. **Lake County Solid Waste Management District Board of Directors:** (1) appointment to be made by the Town Council (Note: *No action is necessary as the appointment continues unless the Town Council wishes to make another appointment. Appointee must be a member of the Town Council. Currently serving, Brian Novak.*)

Councilor Herak moved the appointment of *Bernie Zemen* to the Lake County Solid Waste Management Board of Directors. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Bernie Zemen was appointed.

**Home Rule Commissions**

**7. Traffic Safety Commission:**

(6) appointments to be made by the Town Council. **Term: 1 year.** (Note: Appointees must be from or represent the following: One from Town Council; One from the Town Board of Metropolitan Police Commissioners; Two from Metropolitan Police Department; One from the Fire Department and One from Public Works Department. Currently serving, Brian Novak, Town Council Representative; Dennis Adams, Town Board of Metropolitan Police Commissioners Representative; John Banasiak and Pete Hojnicky, Metropolitan Police Representatives; John M. Bach, Public Works Department Representative; and William R. Timmer, Jr., CFOD, Fire Department Representative.)

Councilor Vassar moved the re-appointments of **Brain Novak, Dennis Adams, John Banasiak, Peter Hojnicky, John M. Bach, and William Timmer** to the Traffic Safety Commission. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Brain Novak, Dennis Adams, John Banasiak, Peter Hojnicky, John M. Bach, and William Timmer were re-appointed.

**8. Community Events Commission:**

(9) appointments to be made by the Town Council. **Term: 1 year.** (Note: Currently serving, Rose James, Maria Culbertson, Phillip Culbertson, Brandon Wolak, Ericka Rozenich, Bob Benham, Adam Nyiri, Jerry Kuiper and Dawn Kuiper)

Councilor Herak moved the re-appointments of **Maria Culbertson, Phillip Culbertson, Brandon Wolak, Ericka Rozenich, Bob Benham and Adam Nyiri** to the Community Events Commission. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Maria Culbertson, Phillip Culbertson, Brando Wolak, Ericka Rozenich, Bob Benham and Adam Nyiri were re-appointed.

**9. Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: two years ending 1 Jan 2015. (Note: Allencia Ballard, Lisa A. Gibson, Shirley Frankiewicz, Robert Hanrahan III, George Siemer, Darlene Barron, and Vickie Rust currently serve. 10 vacancies. )

Councilor Vassar moved the re-appointments of **Allencia Ballard, Shirley Frankiewicz, Darlene Barron and Vicki Rust** to the Main Street Bureau Board of Directors. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Allencia Ballard, Shirley Frankiewicz, Darlene Barron and Vicki Rust were re-appointed.

With leave from the Town Council, Councilor Vassar moved the reappointment of **Greg Kuzmar** to the Highland Redevelopment Commission. It was seconded by Councilor Kuiper. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Vassar, Kuiper and Novak voting in the affirmative and Councilor Herak voting in the negative, the motion passed. Greg Kuzmar was re-appointed to the Redevelopment Commission.

Council President Novak announced the liaisons and committee appointments:

Brain Zemen	Waterworks Board Liaison; Chamber of Commerce Liaison
Mark Herak	Budget Committee Chair Board of Sanitary Commissioners, Liaison Community Events Commission, Liaison Park and Recreation Board Liaison
Dan Vassar	Redevelopment Commission Liaison
Konnie Kuiper	Fire Department, Liaison; Town Board of Metropolitan Police Commissioners, Liaison

Brian Novak    Advisory Board of Zoning Appeals, Liaison

The Town Council President further noted that by operation of law and the recent action of the Town Council, he would be municipal executive and chairman of the Board of Trustees of the Police Pension Fund (1925 Law)

**Unfinished Business and General Orders:**

1. **Resolution No. 2013-01:** A Resolution Of The Fiscal Body Of The Town Of Highland Approving And Fixing The Official Charges Or Fees For Information And Communication Technology Services Provided By The Municipality To Its Executive Departments And Offices And Accounted In The Information And Communication Technology Fund.

Councilor Zemen moved the passage and adoption of Resolution NO. 2013-01. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN of HIGHLAND  
Town Council Resolution No. 2013-01**

**A RESOLUTION OF THE FISCAL BODY OF THE TOWN OF HIGHLAND APPROVING AND FIXING THE OFFICIAL CHARGES OR FEES FOR INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES PROVIDED BY THE MUNICIPALITY TO ITS EXECUTIVE DEPARTMENTS AND OFFICES AND ACCOUNTED IN THE INFORMATION AND COMMUNICATION TECHNOLOGY FUND**

**WHEREAS**, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

**WHEREAS**, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

**WHEREAS**, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

**WHEREAS**, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *"interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;"*

**WHEREAS**, Section 3.45.110 (F) (1) (a) still further provides that the *"charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council"*;

**WHEREAS**, The proper officers of the municipality have developed and now recommend charges and rates for FY 2013 to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

**WHEREAS**, The Town Council now desires to fix and adopt the charges and rates as recommended,

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year 2013 as follows:

(a) For information and communication technology services provided to the several departments reposed in the **Corporation General Fund, the annual charge is allocated at 25% of costs or \$41,083;**

(b) For information and communication technology services provided to the department reposed in the **Park and Recreation Fund, the annual charge is allocated at 20% of costs or \$32,866;**

(c) For information and communication technology services provided to the department reposed in the **Redevelopment General Fund, the annual charge is allocated at 5% of costs or \$8,217;**

(d) For information and communication technology services provided to the Waterworks Utility, **the annual charge is allocated at 25% of costs or \$41,083;**

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at 25% of costs or \$41,083;

**Section 2.** That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include reasonable costs associated with those purposes outlined in Section §31.08 (D) of the Highland Municipal Code;

**Section 3.** That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or collected periodically until fully collected, and then to deposit these charges into the **Information and Communication Technology Fund**;

**DULY RESOLVED and ADOPTED** this 14<sup>th</sup> Day of January 2013, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Brian J. Novak, President

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer

**2. Works Board Order No. 2013-01: An Order Authorizing And Approving An Agreement Between The Idea Factory And The Town Of Highland To Perform Professional Communications And Media Design And Development Services For The Municipality.**

Councilor Vassar moved the passage and adoption of Works Board No. 2013-01. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2013-01**

**AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN THE IDEA FACTORY AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL COMMUNICATIONS AND MEDIA DESIGN AND DEVELOPMENT SERVICES FOR THE MUNICIPALITY**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide greater information to the public regarding the operations and services of the municipality;

**Whereas**, The Town has heretofore determined that a need exists to engage professional communications and media design and development services to assist and support the provision of greater information to the public regarding the operations and services of the municipality;

**Whereas**, Robin A. Carlascio and Theresa K. Badovich, d.b.a The Idea Factory, a media development and design, communication consulting alliance, has proposed to provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter;

**Whereas**, As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

**Whereas**, The Highland Municipal Code provides that, the Town Council may make all contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section §31.62; and

**Whereas**, There are now or will soon be sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas**, The Town of Highland, through its Town Council acting as the Works Board now desires to accept and approve the agreement for services as herein described.

**Now Therefore be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That the agreement (incorporated by reference and made a part of this Order) between **Robin A. Carlascio** and **Theresa K. Badovich** doing business as the **Idea Factory**, and the Town of Highland, provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a



municipal newsletter for the period beginning *1 January 2013 through to 31 December 2013* as described herein is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the charges under the agreement for the services, in the amount of \$1,500 *per issue*, which include publishing and coordinate a monthly newsletter to be distributed as an insert in the monthly utility invoice, and other related services are found to be reasonable and fair, all pursuant to IC 5-22-6-1 and Section § 31.62 of the municipal code;

**Section 3.** That the charges under the terms of the agreement for all the services, will be paid to *The Idea Factory*, after presentation of an invoice for services, following their delivery;

**Section 4.** That the Town Council President be authorized to execute this agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

**Section 5.** That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication. (As amended.)

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14<sup>th</sup> day of January 2013 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Brian, Novak, President (IC 36-5-2-10)

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

**AGREEMENT**

This Agreement made and entered into this \_\_\_\_ day of January 2012, by and between the **TOWN OF HIGHLAND, BY AND THROUGH ITS TOWN COUNCIL** (hereinafter referred to as the "Town"), and **ROBIN CARLASCIO and THERESA BADOVICH d/b/a THE IDEA FACTORY** (hereinafter referred to as "Idea Factory").

**WITNESSETH THAT:**

**WHEREAS**, The Town is interested engaging the services of Idea Factory for publishing and coordinating a monthly newsletter (Gazebo Express) to be distributed throughout the Town; and

**WHEREAS**, Idea Factory is interested in entering into such an agreement and engaging its services to publish and coordinate a monthly newsletter within the Town; and

**WHEREAS**, The parties wish to reduce their agreement to writing;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Idea Factory agrees to publish and coordinate a monthly newsletter (Gazebo Express) to be distributed in the Town of Highland.

2. The term of this Agreement shall be for one (1) year beginning January 1, 2013, through December 31, 2013. This Agreement may be renewed by the Town of Highland from year to year based upon approval of the renewal term by the Town at the beginning of each fiscal year.

3. Idea Factory shall be paid for its services rendered pursuant to this Agreement, the sum of \$1,500.00 per issue and the monthly fees shall be payable to The Idea Factory at 2733 – 40<sup>th</sup> Street, Highland, IN 46322.

4. This Agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.

5. In the event the Town's appropriations are insufficient to pay the expenses of this Agreement, and upon thirty (30) days written notice being given by the Town to Idea Factory, this Agreement shall become null and void.

6. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, legal representatives, successors, and assigns.

7. Amended Provision: That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

**IN WITNESS WHEREOF**, this Agreement has been entered into between the parties this \_\_\_\_ day \_\_\_\_\_ 2013.

**TOWN OF HIGHLAND**

**THE IDEA FACTORY**

By: \_\_\_\_\_  
President

\_\_\_\_\_  
Robin Carlascio

Attest: \_\_\_\_\_  
Michael W. Griffin, Clerk-Treasurer

\_\_\_\_\_  
Theresa Badovich

3. **Works Board Order No. 2013-02:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Thomas Dodge-Chrysler-Jeep of Highland, Inc.) Through the State of Indiana a 2013 Dodge Charger pursuant to I.C. 5-22.

Councilor Herak moved the passage and adoption of Works Board No. 2013-02. Councilor Kuiper seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2013-02**

**An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Thomas Dodge-Chrysler-Jeep of Highland, Inc.) Through the State of Indiana a 2013 Dodge Charger pursuant to I.C. 5-22.**

**Whereas,** The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas,** The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00.

**Whereas,** The Metropolitan Police Chief has identified Thomas Dodge-Chrysler-Jeep of Highland, Inc. through the State of Indiana to be a desirable source vendor for the purchase of one (1) 2013 Dodge Charger with a price of \$22,007.00.

**Whereas,** The price for the purchase exceeds \$10,000.00 and, pursuant to Section 3.05.040 (C) as well as Section 3.05.050 (B) (1) (b) of the Highland Municipal Code requires the express approval of the purchasing agency; and

**Whereas,** The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030(A)(1)(b) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

**Whereas,** The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

**Whereas,** The Purchasing Agent, pursuant to Section 3.05.060(G) of the Highland Municipal Code, expected that the purchase would not be in excess of \$50,000.00 and therefore, would like to purchase in the open market in accordance with 3.05.060(G)(2) of the Highland Municipal Code; and

**Whereas,** The purchase of the vehicle will be supported by the Municipal Capital Cumulative Fund (MCCD).

**Whereas,** The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein.

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1:** That the Works Board hereby finds and determines that the purchase as an individual purchase represents a duly executed small purchase pursuant to IC 5-22 and Section 3.05.06 (G)(2) of the Highland Municipal Code;

**Section 2:** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Be It So Ordered.**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14<sup>th</sup> day of January 2013 by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE  
TOWN OF HIGHLAND, INDIANA**

Brian J. Novak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

- 4. Works Board Order No. 2013-03:** An Order of the Works Board Approving and Ratifying payment to Garcia Consulting for Design/Build Engineering and professional services associated with the Johnston Street Reconstruction Project.

Councilor Vassar moved the passage and adoption of Works Board No. 2013-03. Councilor Herak seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

**THE TOWN of HIGHLAND  
ORDER OF THE WORKS BOARD NO. 2013-03**

**AN ORDER OF THE WORKS BOARD APPROVING AND RATIFYING PAYMENT TO GARCIA CONSULTING FOR  
DESIGN/BUILD ENGINEERING AND PROFESSIONAL SERVICES ASSOCIATED WITH THE JOHNSTON STREET  
RECONSTRUCTION PROJECT**

**Whereas**, The Town of Highland has determined a need to reconstruct Johnston Street between LaPorte Street and Garfield Avenue, including the installation of concrete curbs and other infrastructure improvements; and

**Whereas**, The Department of Public Works has determined to implement the project with its Public Works employees and through its annual materials and supplies contractors as applicable; and

**Whereas**, Garcia Consulting had provided design/build engineering services in support of the project in consideration for fees to be charged and presented an invoice for the value of the engineering services completed, in the amount of Eleven Thousand Five Hundred Sixty-seven and 95/100 cents (\$11,567.95); and

**Whereas**, the Town Council serving as the Board of Works, pursuant to **Section 3.05.030 (A) (1)** of the HMC serves as purchasing agency for the Public Works Department (Agency); and

**Whereas**, The purchase price exceeds \$10,000.00 and, pursuant to **3.05.040 (C)** of the HMC requires the express approval of the purchasing agencies; and

**Whereas**, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas**, The Town of Highland, through its Board of Works now desires to accept and approve the expense for services as herein described.

**Now Therefore Be it Ordered** by the Town Council acting as the Works Board of the Town of Highland, Lake County, Indiana;

**Section 1.** That the Professional Engineering and Design/Build Services Expense for the Johnston Street Reconstruction Project with Garcia Consulting in the amount of Eleven Thousand Five Hundred Sixty-seven and 95/100 cents (\$11,567.95) is hereby approved and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement for Design/Build Services in the amount of Eleven Thousand Five Hundred Sixty-seven and 95/100 cents (\$11,567.95) is found to be reasonable and fair;

**Section 3.** That the Town of Highland, through its Board of Works, finds that Garcia Consulting Engineers has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

**Section 4.** That the Director of Public Works is authorized to prepare and process an accounts payable voucher for the services provided.

**Be it so Ordered.**

**DULY, PASSED AND ADOPTED** by the Town Council of the Town of Highland, Lake County, Indiana this 14<sup>th</sup> day of January 2013 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of**

HIGHLAND, INDIANA

Brian J. Novak, President

Attest:

Michael Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer

5. **Works Board Order No. 2013-04:** An Order Authorizing and Approving the First Change Order to the Construction Contract related to the Garfield Avenue Reconstruction Project, all Pursuant to I.C. 36-1-12-18.

Councilor Vassar moved the passage and adoption of Works Board No. 2013-04. Councilor Zemen seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

**The Town of Highland  
Order of the Works Board No. 2013-04**

**An Order Authorizing and Approving the First Change Order to the Construction Contract related to the Garfield Avenue Reconstruction Project, all Pursuant to I.C. 36-1-12-18**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved a public works project for street reconstruction and other improvements in the public roadway of Garfield Avenue, with the project commonly known as the Garfield Avenue Reconstruction Project; and

**Whereas**, The Town Council has heretofore awarded a contract to deBoer Egolf Corporation for the Project on June 11,, 2012 in the amount of Three Hundred Twenty-four Thousand Seven Hundred Forty-nine Dollars and 50/100 Cents (\$324,749.50); and

**Whereas**, During the course of construction of the Project, it has become necessary to change or alter the original specifications of the project; and

**Whereas**, Garcia Consulting, a licensed engineer performing construction engineering services on this project, at the request of the Town, through the Public Works Director, has specifically identified and presented a description of such changes as one (1) proposed first addendum to the original construction contract with deBoer Egolf Corporation, particularly in support of costs associated with several bid items, which has a net effect of decreasing the contract cost; and

**Whereas**, The Town of Highland, through its Town Council which is also the Board of Works, now desires to accept and issue the order for change as described.

**Now Therefore Be it hereby Ordered** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That Change Order No. 1 for the Garfield Avenue Reconstruction Project, as prepared by Garcia Consulting, a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

**Section 2.** That this first addendum is hereby ordered to be known as Change Order No. 1, issued to reduce the net cost to the original agreement between the Town of Highland and deBoer Egolf Corporation in the amount of Eighteen Thousand Four Hundred Ninety-four Dollars and 88/100 Cents (\$18,494.88), bringing the total value of the entire agreement with any and all change orders approved to date to Three Hundred Six Thousand Two Hundred Fifty-four Dollars and 62/100 Cents (\$306,254.62);

**Section 3.** That as any additional units of materials included in the original contract become needed, the costs of these units in this change order be the same as those shown in the original contract, all pursuant to IC 36-1-12-18(f);

**Section 4.** That the total of all change orders issued that increase the scope of this project may not exceed twenty percent (20%) of the amount of the original contract, that original contract Three Hundred Twenty-four Thousand Seven Hundred Forty-nine Dollars and 50/100 Cents (\$324,749.50) which may not exceed Three Hundred Eighty-nine Thousand Six Hundred Ninety-nine Dollars and 40/100 Cents (\$389,699.40), all pursuant to IC 36-1-12-18(d);

**Section 5.** That the proper officers hereby be and are authorized to execute the necessary documents with their signatures.

**Be it So Ordered**

**Duly Passed and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14<sup>th</sup> day of January, 2013 having passed by a vote of 5 in favor and 0 opposed.

Brian, J. Novak, **President** (IC 36-5-2-10)

*Attest:*

**Michael W. Griffin, IAMC/MMC/CPFA/CPFIM**  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

**6. Works Board Order No. 2013-05: An Order Approving the Engagement and Entry into a Service Agreement with SpyGlass Group, Inc., for Cost and Savings Recovery Services.**

Councilor Zemen moved the passage and adoption of Works Board No. 2013-05. Councilor Vassar seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2013-05**

**AN ORDER APPROVING THE ENGAGEMENT AND ENTRY INTO A SERVICE AGREEMENT WITH SPYGLASS GROUP, INC., FOR COST AND SAVINGS RECOVERY SERVICES.**

**Whereas,** The Town of Highland Office of Clerk-Treasurer, has elected to seek certain economies for the voice telecommunications services, because no other office by law is specifically directed to perform this function, and, from time to time, it is necessary to purchase and or lease services in order to better carryout the functions of the office and the municipality; and

**Whereas,** The Information Technology Director (contractual) has recommended engaging an external telecommunications auditor, whose compensation may be aligned with any savings that may be obtained, to perform cost and savings services;

**Whereas,** The Town Council as the Works Board of the Municipality, pursuant to **Section 3.05.030 (A)(1) and (B)** of the Code serves as purchasing agency for the executive departments of the municipality, and the utilities when costs are to be shared; and

**Whereas,** That since fees for the services depend upon the extent of savings discovered, while unclear, the value of the agreement could exceed ten thousand (\$10,000) and pursuant to **Section 3.05.040 (C)** of the HMC, requires the express approval of the purchasing agency; and

**Whereas,** The Highland Municipal Code **Section 3.05.090** provides that the purchase of services may in a manner that the purchasing agency determines to be reasonable;

**Whereas,** IC 36-1-4-17(b) provides that a unit or a person designated in writing by the unit may collect any money that is owed to the unit and compromise the amount of money owed to the unit;

**Whereas,** The Town Council now desires to approve and authorize the Clerk-Treasurer to enter a cost and savings recovery service agreement pursuant to the terms stated herein.

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality as follows:

**Section 1.** That the proposed agreement presented by SpyGlass Group, Incorporated entitled Snapshot Audit Agreement, to provide cost and savings recovery services, is hereby approved and adopted in each and recovery respect, subject to the exception section forth in Section 2 of this works board order;

**Section 2.** That Paragraph 3 entitled *Invoicing and Payment*, of the proposed agreement is excepted as to the 10 day timetable for remittance of payment, with the proviso that payment will be made with all due speed, subject to the legal requirements of IC 5-11-10-1.6(d), IC 5-11-10-2 and IC 36-5-4, Sections 3, 5 and 6;

**Section 3.** That the terms and charges under the proposed agreement to provide external audit and savings recovery services, except as set forth in Section 2 of this Order, which particularly provides fees for services in the of 50% of any cost recovery, 12 times any service elimination savings, and 12 times any cost reduction saving, are found to be reasonable and fair;

**Section 4.** That the proper officer is authorized and directed to execute the agreement and any additional documents in order to implement savings recovery services.

**Be it So Ordered.**

DULY, PASSED, ADOPTED and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14<sup>th</sup> day of January 2013 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

Brian J. Novak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

7. **Signature Authorization.** Action to authorize and approve the Town Council to execute member signatures on Town Board of Metropolitan Police Commissioner letters as follows:

7.1 A letter commending 19 officers or their working six months without calling off sick and not having an at-fault accident;

7.2 A letter commending six officers for their efforts regarding the Field Training Program; and

7.3 A letter commending an employee for working a full year without calling off sick.

Councilor Kuiper moved the authorization and approval permitting Town Council members to sign the letters identified. Councilor Zemen seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The signatures were Authorized.

8. **Action to approve compensatory time off for Exempt Salaried Personnel, pursuant to Section §4.03.01 of the Compensation and Benefits Ordinance. This waives the provisions of Section § 2.01 of the Compensation and Benefits Ordinance, occurring October through December 2012.**

Peter T. Hojnicky	49.0 hours	Previously Approved: 114.5 hours.
Patrick L. Vassar	44.5 hours	Previously Approved: 127 hours.
George Georgeff	27.5 hours	Previously Approved: 48.5 hours.
Ralph Potesta	26.5 hours	Previously Approved: 47 hours

Councilor Zemen moved the authorization and approval of compensation time for salaried exempt supervisory staff to be used as paid time off as requested by Pete Hojnicky, George Georgeff, and Ralph Potesta. Councilor Kuiper seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The compensation time as paid-time off as requested was approved.

Councilor Zemen moved the authorization and approval of compensation time for salaried exempt supervisory staff to be used as paid time off as requested by Pat Vassar. Councilor Kuiper seconded. Upon a roll call vote there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Herak, Kuiper and Novak voting in the affirmative and Councilor Vassar abstaining, the motion passed. The compensation time as paid-time off as requested was approved.

Comments from the Town Council Members  
(For the Good of the Order)

- **Councilor Mark Herak:** *Park and Recreation Board Liaison • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Park and Recreation Board.*

Councilor Herak recognized the Parks and Recreation Superintendent who provided a cursory survey of park programs conducted the prior year, noting that the no-tax revenues were significant.

Councilor Herak congratulated Councilor Novak on being elected the sixty-first president of the legislative body.

Councilor Herak acknowledged the Assistant Public Works Director who reported on the activities of the Sanitary District, particularly noting the requests for bids being readied for the Solid Waste Collection services contract.

- **Councilor Bernie Zemen:** *Chamber of Commerce Liaison • Liaison to the Board of Waterworks Directors.*

Councilor Zemen thanked all for the opportunity to have served as the 60<sup>th</sup> Town Council President.

- **Councilor Dan Vassar:** *• Redevelopment Commission Liaison.*

Councilor Vassar commended Councilor Zemen for his term as President. He further extended well wishes to Council President Novak.

Councilor Vassar recognized the Redevelopment Director who offered a cursory overview of on-going redevelopment activities, volunteer works for the Town Theater and the status of the facade improvement program.

- **Councilor Konnie Kuiper:** *• Fire Department, Liaison • Town Board of Metropolitan Police Commissioners Liaison • Chamber of Commerce Liaison.*

Had no report.

- **Council President Brian Novak:** *Advisory Board of Zoning Appeals, Liaison • Municipal Executive • Chairman of the Board of Trustees of the Police Pension Fund (1925 Law).*

The Council President thanked the members for his election and expressed his intention to serve well.

#### **Comments from Visitors or Residents:**

1. Colleen Aguirre, 2922 Churchill Lane, Highland, offered an update on SOS Support our Servicepersons. She noted the next effort would be preparing Valentine's parcels for persons serving in Afghanistan and Iraq..
2. Mark Harrison, 3004 Garfield, Highland, commented unfavorably on what he described as improper labor practices for the building trades associated with the construction of the Culvers Restaurant, located at Ridge and Cline.

Mr. Harrison inquired regarding the details of the ten-year tax abatement that the Town Council granted, and whether any of the activities he expressed regarding labor practices were governed under the abatement agreements.

Mr. Harrison further expressed his belief that the developer had "broken promises" he believed were made to the council regarding labor practices for the development.

3. Jim Hopp, 2703 43<sup>rd</sup> Street, Highland, agreed with Mr. Harrison, and commented unfavorably on what he described as "improper" labor practices for the building trades associated with the construction of the Culvers Restaurant, located at Ridge and Cline.
4. John Winarski, 3032 Garfield, Highland, identified himself as one leading the current demonstration and picket action at the site of the Culver's Restaurant development. Mr. Winarski expressed disappointment at the absence of any labor terms in the abatement agreement.

The Town Attorney indicated that his belief regarding the limitations of the Town Council's authority regarding adding certain conditions to the Tax abatement.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 29, 2012 through January 14, 2013. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for vendors were allowed and the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$228,189.18; Motor Vehicle Highway and Street (MVH) Fund, \$25,773.30; Local Road and Street (LRS) Fund, \$913.35; VIPS/Parks Public Safety Fund, \$3,794.00; Law Enforcement Training and Supply Fund, \$1,700.85; Corporate Bond and Interest Fund, \$63,000.00; Capital Projects Retainage Agency Fund, \$30,625.48; FSA Agency Fund, \$1,534.84; Insurance Premium Fund, \$148,766.437; Information and Communications Technology Fund, \$10,359.50; Solid Waste District Grant Fund, \$125,155.36; Special Events Non Reverting Fund, \$1,400.00; Police Pension Fund, \$61,145.63; Traffic Violations and Law Enforcement Agency Fund, \$4,623.00; Municipal Cumulative Street Fund, \$2,698.00; Sexual Predator Grant Fund, \$25,626.44; Sexual Predator Grant Fund, \$2,016.00; Payroll Fund, \$4.64. Total: \$712,195.63.**

**Adjournment.** Councilor Kuiper moved that the plenary meeting be adjourned. Councilor Vassar seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, January 14, 2013 was adjourned at 8:13 O'clock p.m. No study session followed the plenary meeting.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer